
How to Successfully Make the Transition to Supervisor

Management is not an easy job, especially when you're new. Whereas before you only had yourself to worry about, now you're responsible for leading a team. And this includes lots of responsibilities and expectations that you may not be prepared to deal with.

But don't worry, we're here to help! Featuring the proven skills and expert strategies you need, this live, instructor led course will help you tackle any issue you're faced with, from communication nightmares to motivation strategies.

Sign up for this fun and fast-paced seminar and you'll learn to successfully navigate the world of management, while avoiding pitfalls and capitalizing on your strengths. Designed with you in mind, this training contains all the information you need to make the jump from employee to manager smooth and effective.

Session 1

Stepping Into Your New Supervisory Role

- Accept — and adapt to — your new position and added responsibilities
- Avoid the most common missteps new supervisors make
- Determine your personal leadership style by assessing the strengths and skills of others
- Gain team loyalty by building trust and respect
- Establish your authority without appearing “bossy”
- Learn to manage your time and priorities more effectively, including time-saving delegation tips

Session 2

Communicating for Maximum Effect

- Master "supervisor talk" — the key to successful leadership communication
- Develop vital listening skills that will make your job easier
- Discover the subtle but important differences of communicating up and down the job ladder
- Be aware of your nonverbal communication and how to ensure you're sending the message you intended
- Overcome communication barriers and resolve problems

Session 3

Expert Motivation and Problem-Solving Techniques

- Learn to leverage personal relationships for your gain
- Minimize complications of managing friends — including those looking to exploit the relationship
- Follow simple strategies to deal with ill will or criticism from your promotion
- Look at ways to use discipline to build rather than break down relationships
- Take the first step in creating a motivated team: determining everyone's needs
- Set a good example — and get the most from your team
- Give feedback the right way, without hurting feelings
- Learn to use the appropriate motivational technique for each different situation

